

## **Agenda**

### **Chief Financial Officer's (CFO) Meetings for April 2016**

**Small/Medium Agencies** – Wednesday, April 20, 2016 – 2:00 p.m. –  
GAO, Suite 302, Conference Rooms A & B

**Large Agencies** – Wednesday, April 27, 2016 – 2:00 p.m. –  
GAO, Suite 302, Conference Rooms A & B

### **Clark Partridge, GAO**

Welcome/Introduction

- GAO Technical Bulletins – Now in Policy
- FY15 CAFR & Single Audit
- Fiscal Year End Planning
  - AFIS – May 12, 2016, 10:00 – 12:00.
  - Payroll – May 16, 2016 – 2 sessions can attend either one.
- FY17 Budget Planning
- Travel Update
- Monthly Financial Review Process
- Information on Warrants
  - The agency contact information at the top should be kept current.
  - The Invoice No. field should be used.
  - Make sure the vendor address is correct.
  - If you receive a returned warrant due to a bad address, make sure it is corrected.
  - Combine payments to the same vendor onto one warrant.
- Other

\*Issues, Concerns, Questions?

\*\*The next meetings will be held at 2:00 p.m.

Small/Medium agencies May 18, 2016 in GAO Conference Rooms A & B

Large agencies May 25, 2016 in GAO Conference Rooms A & B

Please make sure you bring your State ID badge with you to the ADOA building to show security for ease of admittance through the turnstiles.

Persons with a disability may request reasonable accommodations by contacting the GAO at (602) 542-5405. Requests should be made as early as possible to allow time to make arrangements.